xTrain
Terminations
The following section provides general information on the xTrain module.
xTrain Overview

• xTrain is part of eRA Commons, an online interface where grantees and federal staff access and share administrative grant information.

• xTrain allows users to electronically prepare and submit Appointment forms and *Termination Notices* for Ruth L. Kirschstein-National Research Service Awards (NRSA) and other institutional research training, career development, and research education awards.

• For new postdoctoral trainees, pre-populated payback forms are provided, but must be submitted on paper.

• xTrain is also used by Agency grants management staff to process appointments and terminations made electronically.
• The *Termination Notice* is used to document the termination of appointments to:
  – Kirschstein-NRSA research training grants (other than the T34),
  – Non-NRSA institutional research training programs (e.g., T15),
  – *Some* research education awards (e.g., R25), and
  – *Some* institutional career development awards (e.g., K12)

• Termination Notices are not required for T34 awards—instead, these are automatically terminated by the system

• For non-NRSA recipients, PD/PIs should refer to specific guidance on documenting the termination of appointments in the Funding Opportunity Announcement and in terms and conditions of the Notice of Award.
Who can Create a Termination Notice?

xTrain users with the following eRA Commons roles can create a Termination Notice:

- Program Director/Principal Investigator (PD/PI)
- Assistant (ASST) with a PD/PI xTrain delegated role
- Business Official (BO)

Termination Notices are typically initiated by the PD/PI (or the ASST, on behalf of the PD/PI)

http://era.nih.gov/files/eRA_Commons_Roles.pdf
Termination Process Flow for Research Training Appointments

PD/PI locates Trainee on Roster, initiates a Termination Notice (TN), inputs additional info and routes TN to Trainee

Trainee fills out required information and routes the TN back to PD/PI

PD/PI reviews TN and routes it to BO

BO approves and routes TN to Agency

Who can Submit a Termination Notice?

• Only the Business Official can submit a *Termination Notice* to the Agency on behalf of the Institution for Appointments to Research Training grants (e.g, T32, T15).

• Only the PD/PI can submit a *Termination Notice* for K12, KL2, R25, R90, and KM1 Appointments. The flow shown on the previous slide refers only to Research Training grants.
The Role of Each User in the Termination Process
To Initiate a Termination Notice:

1. The PD/PI logs into eRA Commons and selects the **xTrain** tab that displays the *My Grants* screen. The PD/PI is presented with a list of his/her grants.

2. The PD/PI chooses a grant and clicks the **View Trainee Roster** link.
3. The PD/PI locates the Trainee on the *Trainee Roster* screen and clicks the *Initiate TN* link.

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**Trainee Roster**

**Notes and Tips:**
- Termination notices should not be used for K12, KL2, R80 and R25s unless specifically instructed to do so by the NIH awarding IC. If an appointment ends early, the PD/PI should document the new end date by submitting an amended appointment form.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Trainee Name</th>
<th>FY</th>
<th>Appointment Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>End Date Past?</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Appointment Source</th>
<th>Termination Status</th>
<th>Termination Source</th>
<th>Current Reviewer</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trainee, Joe</td>
<td>New</td>
<td>POST-DOC</td>
<td>04/02/2010</td>
<td>04/02/2010</td>
<td>No</td>
<td>Electronic</td>
<td>Terminated</td>
<td>Electronic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trainee, Linda</td>
<td>New</td>
<td>POST-DOC</td>
<td>06/30/2010</td>
<td>06/30/2010</td>
<td>No</td>
<td>Electronic</td>
<td>Accepted</td>
<td>Electronic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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[Arrow pointing to 'Amend 2271', 'Initiate TN', '2271 Form']
4. The *Termination Notice* is opened and some fields are pre-populated with information from the Trainee’s profile in the eRA Commons.
Note:
Before training appointments are terminated, the PD/PI should make every effort to have Trainees update their *Personal Profiles* and contact information within eRA Commons:

Update the Trainee’s email address and other Personal Profile information before the Trainee leaves the Institution.

If a trainee has left the institution, the PD/PI should enter a forwarding email address for the Trainee within the *Termination Notice*. 
• For training grants, the PD/PI selects a Business Official from the drop-down list.
5. The PD/PI fills out additional required (*) information and checks the appropriate response for whether the Trainee currently participates in any NIH loan repayment programs, and then clicks **Save**.

*Termination Notice (Form 416-7) – Bottom Portion*

| Other PHS Service Obligation Support |  |  
|-------------------------------------|---|---|
| National Health Service Corps Scholarship: |  |  
| No. of Months: 0 |  |  
| Kirschstein-NRSA: |  |  
| No. of Months: 0 |  |  

If the trainee has previously received support from other Kirschstein-NRSA training grants or fellowships, it will be listed in the table below. If the list of prior support is incomplete or incorrect, please contact the eRA HelpDesk.

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>From</th>
<th>To</th>
<th>ARRA</th>
</tr>
</thead>
</table>

**Is the trainee currently participating in NIH Loan Repayment Program?**

- Yes
- No

[Save | Cancel]
The Status of the *Termination Notice* is changed to *In Progress PI*

7. The PD/PI scrolls down to the bottom of the form, and clicks **Save and Route to Trainee** to send the form to the Trainee.

If time does not permit, or if all required (*) information is not readily available, the PD/PI can click **Save** at any time and complete the form later.
8. The PD/PI is given an opportunity to provide comments (up to 2000 characters) to be included in the email message that will be sent to the Trainee, before clicking **Continue**.

9. When the *Termination Notice Confirmation* screen appears, click **Done**.
10. At this point, the status of the *Termination Notice* is changed to *In Progress Trainee*.

The Trainee will receive an email to process the *Termination Notice*.

**Note:**
If the Trainee does not route the *Termination Notice* to the PD/PI within 14 days, the system will automatically route the *Termination Notice* to back to the PD/PI.
If the Trainee has an eRA Commons account, the Trainee will access the *Termination Notice* from the *My Appointments and Termination* screen.

- The Trainee clicks **Process TN**

See information under *Additional Features* at the end for processing *Termination Notices* for Trainees without eRA Commons accounts.
• The *Termination Notice* is opened and pre-populated with some information pulled from the Trainee profile and previously entered data.
• The Trainee provides a summary of the training received or uploads a PDF file with this information.
• The Trainee also provides Post Award information.

![Screenshot of the eRA Trainee interface](image)

*Please note that I am uploading information from a PDF file.*

*OR*

Upload PDF File

<table>
<thead>
<tr>
<th>Activity</th>
<th>Organization</th>
<th>Type of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further Education</td>
<td>Academic</td>
<td>Student</td>
</tr>
<tr>
<td>Training</td>
<td>Industry</td>
<td>Resident/Clinical Fellow</td>
</tr>
<tr>
<td>Teaching</td>
<td>Government</td>
<td>Postdoctoral Researcher</td>
</tr>
<tr>
<td>Research</td>
<td>Hospital</td>
<td>Research Scientist (non faculty)</td>
</tr>
<tr>
<td>Administration</td>
<td>Non-profit</td>
<td>Faculty: Tenure-Track</td>
</tr>
<tr>
<td>Clinical Practice</td>
<td>Unknown</td>
<td>Faculty: Other</td>
</tr>
<tr>
<td>Unknown</td>
<td>Other</td>
<td>Clinical Staff/Private Practice</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Unknown</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

*Provide a summary of training received and research undertaken during trainee tenure. List publications, if any, resulting from the research during this period. List grants and career awards pending and received. If training appointment is being terminated early, state reason. (2000 characters maximum)*
• The Trainee reviews all information and clicks **Save & Route to PI**

The Trainee should provide contact information where he or she can be reached after the Termination.

The Trainee should review all information and then click the “Save & Route to PI” button.
Comments and Certification

Optional Comments (up to 2000 characters) may be included in an email message sent to the PD/PI, before clicking “Continue” to proceed.

The Trainee clicks “I Certify” to record his or her Electronic Signature.

The Trainee clicks “Done” to complete the routing.
The status is changed to *In Progress PI*.

The PD/PI receives an email to process the *Termination Notice*. If the PD/PI does not route the *Termination Notice* to the Business Official within 14 days, the system automatically does so.

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**Trainee Appointments and Terminations screen**

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Appointment Type</th>
<th>FY Start Date</th>
<th>Appointment Start Date</th>
<th>End Date</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Termination Status</th>
<th>Termination Source</th>
<th>Current Reviewer</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee, Joe</td>
<td>New</td>
<td>2009-07-01</td>
<td>2009-07-01</td>
<td>2010-04-02</td>
<td>POST-DOC</td>
<td>Terminated</td>
<td>Accepted</td>
<td>Electronic</td>
<td>2271: AGENCY TN: AGENCY</td>
<td>- View 2271</td>
<td>- View 2271</td>
</tr>
<tr>
<td>Trainee, Linda</td>
<td>New</td>
<td>2009-07-01</td>
<td>2009-08-01</td>
<td>2010-06-30</td>
<td>POST-DCC</td>
<td>Accepted</td>
<td>In Progress PI</td>
<td>Electronic</td>
<td>2271: AGENCY TN: Smith, PI</td>
<td>- View 2271</td>
<td>- View 2271</td>
</tr>
</tbody>
</table>
11. From the *Trainee Roster* screen, the PD/PI clicks the *Process TN* link to open the form.

- The PD/PI reviews the form and if everything is satisfactory, clicks the *Save & Route to BO* button to send the form to the Business Official.
13. The PD/PI is provided an opportunity to enter comments (up to 2000 characters) to be included in an accompanying email message. If desired, enter comments and click **Continue**.
14. Click **I Certify**. This will record your electronic signature.

15. Click **Done**.
The Status of *Termination Notice* is changed to *In Progress BO*.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Trainee Name</th>
<th>Type</th>
<th>PY Start Date</th>
<th>PY End Date</th>
<th>Degree Level</th>
<th>Appointment Status</th>
<th>Appointment Source</th>
<th>Termination Status</th>
<th>Termination Source</th>
<th>Current Reviewer</th>
<th>View</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST32RS041234-09</td>
<td>Trainee, Joe</td>
<td>New</td>
<td>07/11/2009</td>
<td>06/30/2010</td>
<td>POST-DOC</td>
<td>Terminated</td>
<td>Electronic</td>
<td>Accepted</td>
<td>Electronic</td>
<td>2271: AGENCY TN: AGENCY</td>
<td>View 2271</td>
<td>View 2271</td>
</tr>
<tr>
<td></td>
<td>Trainee, Linda</td>
<td>New</td>
<td>07/11/2009</td>
<td>06/30/2010</td>
<td>POST-DOC</td>
<td>Accepted</td>
<td>Electronic</td>
<td>In Progress BO</td>
<td>Electronic</td>
<td>2271: AGENCY TN: Smith, One</td>
<td>View 2271</td>
<td>View 2271</td>
</tr>
</tbody>
</table>

*Create New Appointment*
Business Official

• The Business Official receives an email to approve and submit the Termination Notice.
• xTrain users with the Business Official role are brought to a Grant Search screen when the xTrain tab is selected.

Enter search criteria and click **Search**

**BO List of Grants screen**

Select the View Trainee Roster link
The Business Official has access to xTrain Actions from the *Trainee Roster*.

After review, the Business Official clicks **Save & Submit to Agency** to complete the process.
Provide Comments

You would like to send comments by e-mail to the next recipient of this form, please insert them below.

Comments:
This Termination Notice for Linda Traine reflects the new March 15 termination date. Let me know if you have questions.

Smith, Joe

Click Continue

Termination Notice Certification

I certify that the information provided for "Dates of Support Under This Award", and "Total Stipend Received & Number of Months Supported under this Award" is correct according to institutional records.

Click I Certify

Comments (up to 2000 characters) can be included in email message sent to Agency
The Termination Notice was successfully submitted to the Agency, and the Agency's grant specialists will be notified. For predoctoral trainees, no further action is required. To terminate postdoctoral Kirschstein-NRSA research training appointments, an original signature is required on the Termination Notice, and the appointment will not be terminated until the Agency receives the signed form.

Click Done

BO Trainee Roster screen

|---------------|----------------------------------------|-----|----------|----------|-------|----------------------|------------|------------|------------------------------------------|

The Termination Status is changed to **Pending Agency Review**
Additional Termination Features
In addition to the primary Termination functions, xTrain has additional features that users should be aware of:

- Accommodates Trainees without eRA Commons Accounts
- Provides the ability to manage an Early Termination via the *Termination Notice*
- Allows the PD/PI and Trainee to recall the *Termination Notice*, if necessary

These features will be addressed in the next slides.
Trainees Without Commons Accounts

When the PD/PI Initiates a Termination Notice

• If the Trainee does not have an eRA Commons account, the system will prompt the PD/PI to Invite the Trainee to Register.

  – The Trainee must be registered before any action can be routed to them.
  – When the Trainee does not have an eRA Commons account, it is likely that previous Appointments were submitted via paper.
  – When the Trainee receives an email about creating an eRA Commons account, they should proceed according to the directions for setting up accounts.
• If a Trainee is ending the Appointment earlier than originally planned, instead of submitting an Amendment, the PD/PI can modify the end date of the Appointment by pressing **Modify Termination Date**.

<table>
<thead>
<tr>
<th>Support Year</th>
<th>Start Date</th>
<th>End Date</th>
<th><strong>Amount of Stipend/Salary</strong></th>
<th>Standard Stipend Amount</th>
<th>ARRA</th>
<th>Number of Months</th>
<th>Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 8</td>
<td>08/01/2008</td>
<td>07/31/2009</td>
<td>20772.0</td>
<td>20,772.00</td>
<td>12</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:** 20772.00
The next screen allows the PD/PI to modify the **Termination Date**. The system will automatically amend the Appointment End Date and will recalculate the stipend.

![Modify Termination Date](image)
• The *Termination Notice Recall* feature is available to the PD/PI after routing the *Termination Notice* to either the Trainee or to the Business Official, and it is available to the Trainee after routing it to the PD/PI.

The next few slides will show the PD/PI’s view after the *Termination Notice* has been submitted to the Trainee.
• After routing the *Termination Notice*, the PD/PI will see the **Cancel**, **View PDF**, and **Recall** buttons on the bottom of the form when viewing the form.

• The PD/PI can click **Recall** to have the *Termination Notice* returned for any reason.
• The *Termination Recall Confirmation* screen will appear asking the PD/PI to click **Yes** or **No** to proceed.

• If **Yes** is selected, comments must be provided in the *Comments* text box.
Provide Comments

If you would like to send comments by e-mail to the next recipient of this form, please insert them below.

*Comments:
Some information was not entered properly.

Comments (up to 2000 characters) must be added and will be included in an email message sent to the Trainee or Business Official. Click “Continue” to proceed.
• The *Termination Notice Confirmation* screen will appear letting the PD/PI know the *Termination Notice* was successfully recalled.
Links of Interest

- eRA Commons
  https://commons.era.nih.gov/commons/

- eRA Web site
  http://era.nih.gov/

- xTrain Web Page: application guide, quick reference sheets, FAQs, training materials
  http://era.nih.gov/services_for_applicants/other/xTrain.cfm

- Ruth L. Kirschstein National Research Service Award page: policy information, stipend levels, FAQs
  http://grants.nih.gov/training/nrsa.htm

- NIH Forms & Application
  http://grants.nih.gov/grants/forms.htm